

GRADUATE THEOLOGICAL UNION
2400 RIDGE ROAD
BERKELEY, CA 94709

POSITION DESCRIPTION

Posting date: 03/02/2017

POSITION TITLE: Student Assistant

DEPARTMENT: Richard S. Dinner Center for Jewish Studies

SUPERVISOR: Director of the Center for Jewish Studies (CJS)

STATUS: Part-time, Non-exempt

GL FUNDING:

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PRIMARY POSITION PURPOSE: Provide comprehensive support to CJS including in-office support, public program support and online content management. Reports to the Director of the Center for Jewish Studies.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Reception: Greets and assists students, faculty and visitors. Responds to CJS phone, mail and e-mail.
2. Faculty Support: Assists faculty in preparing course materials and with public program duties.
3. Event Support: Provides comprehensive support for public programs and conferences. This includes scheduling speakers, arranging for travel and accommodations, room reservations, catering, event reception and management, set-up, clean-up. Processes honoraria and reimbursements. Develops and distributes event publicity and programs.
4. Web Content and Graphic Design: updates CJS and GTU websites, inputs program information on website; designs materials and flyers for CJS events.
5. Social Media Management: Updates CJS Facebook page, posting photos and videos as required.
6. General Office Support when requested.
7. Student Support: Assists CJS students in complying with academic filing requirements. Keeps students informed of course offerings, program requirements and relevant events and activities. Returns graded papers. Administers the Certificate in Jewish Studies program and issues certificate to qualified students.
8. Filing and Correspondence: Manages the Center's computer and paper files of faculty, staff, and students, courses, events, finance, forms and procedures. Maintains the CJS e-mail address book and distribution lists.
9. Finance: processes invoices, honoraria and reimbursement requests.
10. Reports: Collaborates with the director and faculty to prepare annual reports.
11. Facilities Management: Maintains CJS bulletin board. Orders and stores CJS office supplies and event refreshments. Maintains printer. As needed, requests assistance from GTU maintenance and/or GTU tech support.
12. Special projects and other duties as requested.

MINIMUM QUALIFICATIONS REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience: B.A. or equivalent. M.A. desirable. Prior experience in an office setting and/or experience in event planning, media and office management preferred. Experience with Microsoft Outlook, Word, Publisher, and Excel is required.

Special Skills: Strong organizational, computer, graphic design, and people skills required. Pro-active in supporting the general activity of CJS.

Skills & Abilities:

- Dependability and timeliness.
- Excellent interpersonal skills; ability to maintain discretion and demonstrate a professional demeanor at all times.
- Strong English language verbal and written communication skills
- High level of computer competency; MS Word , MS Publisher, and Excel is essential
- Ability to learn new software programs (e.g. data bases, design and website programs)
- Familiarity with office procedures and working culture of the Graduate Theological Union
- Ease in seeking clarification about tasks and procedures
- Attention to detail; accuracy
- Ability to plan and organize work and follow through on details on multiple projects concurrently with interruptions and changing priorities
- Prior experience with websites
- Prior experience in planning and implementing events, providing audio/visual support

PHYSICAL REQUIREMENTS:

Lifting - Ability to lift up to 25 lbs.

Carrying - ability to carry 15 lbs.

Bending - ability to bend/stoop as needed.

Squatting - ability to squat sometimes.

Vision - Close vision required to read documents and work with audio/visual equipment, distance vision required to see projector screen.

Hearing - Ability to hear verbal communication and to carry on conversations.

Speech - Clear speech is required to interact with others as an essential part of the job.

Pushing/Pulling – Ability to push/pull desk and filing cabinet drawers and hand cart with equipment.

Sitting –Ability to sit at a desk while working on a computer.

Manual dexterity - Ability to use computers and equipment.

Transportation - Personal transportation sometimes necessary to run errands to carry-out principal duties.

WORK ENVIRONMENT:

Work is indoors. Frequent face-to-face contact with students, faculty, staff and visitors. The noise level is moderate. No extreme temperatures are present. The work environment during events varies depending on the venue.

Hours per week: 10 hours of in-office time weekly; additional hours for events;
some evenings and weekends are required

Date job is to begin: As soon as possible

Hourly rate: \$13.25

Period of employment: March 2017- July 2017

Preferred workdays: Tuesdays (two hours) and remainder of work hours on either Mondays or Thursdays, or both

Apply to: baranoff@gtu.edu, Deena Aranoff, Director of the Center for Jewish Studies

Tel/Email: 510-649-2414

Application deadline: Until filled.

Other comments: